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FILED: *Aug. 4 Mgt.*
RETURN TO

RECORDS MANAGEMENT DIVISION

Chief, Records Center Branch

24 August 1954

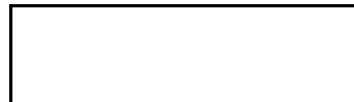
Chief, Records Management Division

Supplemental Distribution of Agency Regulations, Notices and
Similar Communications

1. When the Records Center physically transfers to its new location it will be necessary to make arrangements for the performance of the function of handling the distribution and supplemental distribution of Agency notices, regulations and similar publications. It has been proposed that this function be handled by the Printing and Reproduction Division, Logistics Office, with respect to the initial distribution of this material and that the supplemental distribution of the same type of material be handled by the Regulations Control Staff. No decision has been reached, however, on this problem.

2. In order to assist us in making proper determination where this function should be handled, please let me know as soon as possible how much equipment in the form of file cabinets and index cards are needed for this function. Also, if you have any time studies which indicate the number of hours per day, week or any other period which can be used to measure the approximate time required to service a supplemental distribution of regulations and notices, please let me have it.

3. The servicing of intelligence reports will be discussed and handled separately.



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